

## PANHANDLE REGIONAL PLANNING COMMISSION

### BOARD OF DIRECTORS MEETING MINUTES

MARCH 31, 2025

The meeting of the Board of Directors of the Panhandle Regional Planning Commission was held at 1:30 p.m. on Monday, March 31, 2025. This meeting was held in hybrid format by videoconference pursuant Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. Board members and individuals from the public who desired to attend in person, attended the meeting at 415 S.W. 8<sup>th</sup> Ave., Amarillo, Potter County, Texas.

#### **MEMBERS PRESENT:**

- Buster Davis, Mayor, City of Gruver
- Dr. John Howard, Donley County Judge
- Shawn Ballew, Oldham County Judge
- Winston Sauls, Citizen Representative, City of Borger
- Ronnie Gordon, Hartley County Judge
- Pat McDowell, Wheeler County Judge
- Kimberly Jones, Childress County Judge
- Kerry Symons, Mayor, City of Perryton
- Dan Looten, Carson County Judge
- Nancy Tanner, Potter County Judge
- Cole Stanley, Mayor, City of Amarillo
- Rank Cogdell, Briscoe County Judge
- Daniel Jackson, Citizen Representative, City of Dimmitt
- Christy Dyer, Randall County Judge
- Aldo Gallegos, Citizens Representative, City of Cactus
- Mac Smith, Canadian River Municipal Water Authority
- Pat Sims, Commissioner, City of Dumas
- Juan Cantu, Lipscomb County Commissioner
- Moses Campa, Citizen Representative, City of Pampa

#### **MEMBERS ABSENT:**

- Greg Lewellen, Mayor, City of Friona
- Oscar Ostos, Citizen Representative, City of Amarillo
- Tobe Shields, Mayor, City of Spearman
- Sal Rivera, Sheriff, Castro County
- Michael Clawson, Swisher County Judge
- Yolanda Robledo, Alderwoman, City of Bovina
- Phillip Self, Greenbelt Municipal & Industrial Waste Authority

**STAFF PRESENT:** Mr. Michael Peters, Executive Director; Mr. Trent Taylor, Finance Director; Ms. Paige Goodell, Local Government Services Program Manager; Ms. Abby Sanders, Local Government Services Program Coordinator; Ms. Delaney Pruett, Regional

Emergency Management Planning Program Coordinator; Ms. Lori Gunn, Regional Services Director; Ms. Daphne Morcom, Regional Services Program Specialist; Mr. Marin Rivas, Workforce Development Director; Ms. Heather Reid, Workforce Development Contract/Accounting Manager; Ms. Debra King, Area Agency on Aging Director; Mr. Cullin Knutson, Regional Services Program Specialist; Ms. Melissa Whitaker, Executive Assistant

**OTHERS PRESENT:** Blake Vineyard, Assistant to Senator Ted Cruz; Jennifer Foster, District Director for Senator Charles Perry, Adriana Stowers, Community Relations Specialist - Texas Panhandle, Office of the Governor; Paul Fleming, CPA, Edgin, Parkman, Fleming and Fleming

1. **CALL TO ORDER**

Judge Nancy Tanner called the meeting to order at 1:35 p.m. and noted that a quorum was present.

2. **INVOCATION**

Mayor Cole Stanley gave the invocation.

3. **PUBLIC COMMENT**

No public comments were made.

4. **MINUTES**

Mayor Kerry Symons motioned to accept the minutes from the Board of Directors meeting held on February 27, 2025. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

5. **APPROVAL OF PSA-5 ELECTION TO FILL VACATED MINORITY CITIZEN REPRESENTATIVE SEAT**

Mr. Michael Peters informed the Board of Directors that the PRPC Bylaws call for representation of minority citizens on the Board of Directors. These designated minority seats are filled through a direct election process. With the resignation of Ms. Karen Price from the Board of Directors it was necessary to have an election in Planning Service Area 5 (Childress, Collingsworth, Donley, Gray, Hall and Wheeler Counties) to fill this vacated minority citizen seat. The election notice was posted in the Red River Sun, Clarendon Enterprise, Lefors News, McLean News, and the Pampa News. The PSA-5 election was held on Wednesday, March 5th at 5:05 p.m. in the Pampa City Hall and a new representative was elected to fulfill the minority citizen position for PSA-5 on the PRPC Board of Directors with a tally of five unanimous votes.

Judge John Howard motioned for the Board of Directors to approve the PSA-5 election results of Lieutenant Moses Campa to fill the vacated seat to represent minority citizens of Public Service Area 5 on the PRPC Board of Directors. Judge Rank Cogdell seconded the motion; the motion carried by unanimous vote.

6. **AUTHORIZATION TO ENTER INTO CONTRACT FOR THE INSTALLATION OF THE PRPC CHILLER AND NECESSARY ELECTRICAL, PLUMBING AND CONTROL WORK**

Mr. Michael Peters informed the Board of Directors that during the October 24th PRPC Board Meeting, the PRPC Board approved a contract with Wiley Hicks Jr. Inc. to serve as a project manager to coordinate the many necessary projects to improve the PRPC Building.

**Project Overview:**

- a. Applying a sealant to extend the life of our current roof.
- b. Construction of steel pedestals for the chiller.
- c. Installation of an 80-ton air-cooled chiller on the roof.
- d. Plumbing and fittings to connect the chiller to our HVAC system in the basement.
- e. Electrical and equipment to connect the chiller to our electrical system.
- f. Ceiling removal and replacement in the basement of the PRPC building.
- g. Removal of the old 80-ton water-cooled unit from the basement.
- h. Removal of two cooling towers from inside of enclosure on the roof.
- i. Other work that will be needed to make the HVAC system more reliable.

We have finally completed the necessary engineering designs for the chiller replacement. We anticipate advertising for bids within the next few weeks. As spring time is approaching, we are seeking authorization to allow the PRPC Executive

Director to enter into a contract with the lowest responsible bidder for the chiller installation. Waiting for the next scheduled board meeting may delay the project. For this reason, we are seeking pre-approval to keep the project moving as quickly as possible. The accepted bid and project updates will be provided at the following meeting.

The Executive Director is seeking authorization from the Board of Directors to enter into a contract for chiller installation and necessary plumbing, electrical and control work to remedy the frequent failures of the existing system.

This item was tabled for the time being. No action was taken.

**7. AUTHORIZATION TO ENTER INTO A CONTRACT FOR INSULATION REMOVAL**

Mr. Michael Peters informed the Board of Directors that during the 1993 renovation, when PRPC acquired and moved into the PRPC building, the basement was mostly left alone. Because of this, we decided to have the pipe insulation and the plaster ceiling tested for asbestos due to the age of the space. Unfortunately, both the insulation surrounding the pipe and the plaster in the ceiling tested positive for asbestos. Prior to starting the chiller installation, it will be necessary to have a qualified asbestos abatement contractor remove any material that will be disturbed during construction. We expect the cost of this asbestos abatement could exceed the \$40,000 that the executive director is authorized to contract for without board approval. This bid package will be published according to our procurement policy and all safety precautions will be followed to protect staff and contractors. Due to the expense and the tight schedule, we are requesting board authorization to allow the executive director to enter into a contract with the lowest and most qualified bidder to perform this work. The costs, vendors, and project updates will be provided to the Board of Directors at the next scheduled board meeting.

The Executive Director is seeking authorization from the Board of Directors to enter into a contract for asbestos abatement services to be performed on the PRPC Building. This item was tabled for the time being. No action was taken.

**8. PRPC VOUCHERS FOR THE MONTH OF JANUARY 2025**

Mr. Winston Sauls motioned to approve the vouchers for the month of February 2025. Mr. Pat Sims seconded the motion; the motion carried by unanimous vote.

**9. PRPC INVESTMENT FUNDS MONTHLY REPORT**

Mr. Trent Taylor informed the Board that pursuant to the Public Funds Investment Act which was passed by the Texas Legislature in 1987 and amended in 1995 and 1997, PRPC adopted written investment policies on April 27, 2023 for funds under our control. The following was submitted for approval.

	Balance@ <u>1/31/</u> <u>2025</u>	Balance@ <u>2/28/</u> <u>2025</u>	30-Day Avg. Rate
PRPC's Money Market Fund	\$1,339,199	\$1,193,036	3.820%
9-1-1's Money Market Fund	44,083	341,482	2.330%
Total MMIA Funds	<u>\$1,383,282</u>	<u>\$1,534,518</u>	
Other Investments:			
Texas Class	\$2,413,210	\$3,479,482	4.492%
Texas Class Government	1,008,438	\$1,013,470	4.274%
LOGIC	1,261,527	\$1,416,029	4.501%
Total Invested Funds	<u>\$6,066,457</u>	<u>\$7,443,499</u>	

The book value and the market value were the same for each fund listed above. The investment portfolio followed the Public Funds Investment Act and PRPC Investment Policies.

Judge Pat McDowell motioned for the Board of Directors to accept the PRPC Investment Fund Monthly Report as submitted. Judge Kim Jones seconded the motion; the motion carried by unanimous vote.

**10. PRPC PRESENTATION AND ACCEPTANCE OF THE YEAR END AUDIT**

Mr. Trent Taylor informed the Board of Directors that the PRPC has an audit performed annually under the required standards of the American Institute of Certified Public Accountants, the U.S. General Accounting Office, the U.S. Office of Management and Budget, and the State of Texas Uniform Grant Management Standards. The Panhandle Regional Planning Commission engages the services of an independent CPA firm, Edgin, Parkman, Fleming and Fleming to complete audit services on an annual comprehensive financial report. A copy of the 2024 ACFR report is included in this agenda packet. The auditors will formally present the report to the PRPC Audit Committee and the Board of Directors on March 31, 2025. PRPC staff anticipates no issues or problems with the audit.

Judge Pat McDowell motioned for the Board of Directors to approve the presentation and acceptance of the Panhandle Regional Planning Commission's Comprehensive Annual Financial Report for the 12-month period ending September 30, 2024. Judge Cristy Dyer seconded the motion; the motion carried by unanimous vote.

**11. WORKFORCE DEVELOPMENT PROGRAM PROCUREMENT – COMPREHENSIVE GENERAL BUILDING MAINTENANCE SERVICES FOR WORKFORCE SOLUTIONS PANHANDLE**

Mr. Marin Rivas informed the Board of Directors that the Last month, Workforce Development staff issued a request for proposals (RFP) for comprehensive general building maintenance services for the Workforce Solutions Panhandle (WSP) facility located at 3120 Eddy Street in Amarillo and, as an option, to additionally provide limited maintenance services for the WSP office located at 1028-B Megert Center in Borger, under PRPC's procurement policies. The intent of the RFP was to solicit qualified individuals or firms to assist the Panhandle Workforce Development Board (PWDB) with general building maintenance of these leased properties from which WSP delivers services and execute an initial contract covering April 1, 2025 through March 31, 2026, with three additional annual renewals given acceptable performance by the contractor. The RFP was sent to 16 entities with experience in commercial property maintenance, and notices were published in the Texas Register and the Amarillo Globe-News. Only one proposal was received from Mr. Brent Bralley, President of JKB Co. Inc., dba Accord Commercial Realty Services. Services requested included the following systems: roof; electrical; heating, ventilation, and air conditioning (HVAC); plumbing; walls and doors; glass; and flooring. The proposal from Accord Commercial Realty included the minimum required services on all systems and the total cost for the routine maintenance services proposed by Accord Commercial Realty is \$1,099 per month, or \$13,188 annually. The proposal also included an hourly rate for the provision of any additional major repairs, as deemed necessary by the PWDB, to be contracted at \$78.50, as needed. The PWDB's Executive Committee reviewed the results of the RFP in a meeting on March 17, 2025 and recommended the execution of an initial one-year contract, with the option for three additional annual Contract renewals, given acceptable performance, with the JKB Company, Inc. dba Accord Commercial Realty Services for comprehensive building maintenance services for the WSP facilities located in Amarillo and Borger.

Judge Cristy Dyer motioned for the Board of Directors to authorize the Executive Director to execute an initial one-year Contract, with the option for three additional annual contract renewals, given acceptable performance, with the JKB Company, Inc. dba Accord Commercial Realty Services. Mayor Buster Davis seconded the motion; the motion carried with a unanimous vote.

## 12. WORKFORCE DEVELOPMENT – PREPAID FUEL CARDS

Mr. Marin Rivas informed the Board of Directors that an important service which Workforce Solutions Panhandle provides to workforce development program participants is transportation assistance. Funds are primarily used to purchase gasoline to help clients search for work, retain employment and participate in training.

Every four years, as required by the Texas Workforce Commission (TWC), staff issues a solicitation seeking vendors to supply pre-loaded cards in various denominations, limited to fuel purchases only, and not redeemable for cash. Cards must be usable during normal business hours at one or more service outlets within the Panhandle Workforce Development Area that provide pay at the pump self-service, or pay inside service, both of which must provide receipts. The solicitation states that PRPC makes no guarantee regarding the number of cards to be bought or the amounts. The terms of the solicitation state that PRPC will provide letter(s) of understanding to one or more vendors that meet the stated requirements of the solicitation in the most cost-effective manner as determined by PRPC's analysis, and that best meet the needs of the area's workforce development customers. These letter(s) of understanding will have an option for annual renewals, that restate pertinent information included in the vendor's response to the solicitation. PRPC reserves the right to use alternative methods to purchase fuel when necessary to ensure the availability of fuel for Workforce Development Program Customers. In February, staff issued a new solicitation, advertising in the Texas Register and the Amarillo Globe-News, and directly mailing it to seven potential vendors.

Responses were received from four of those vendors:

- Perfect Gift;
- Royal Buying Group, Inc.;
- Toot'n Totum; and
- Valero Payment Services Company.

Evaluation of each vendor's proposal was based on four criteria:

- Per card cost to PRPC;
- Ensuring that cards are used to purchase fuel only;
- Efficient ordering process and customer service from vendor; and
- Proximity of outlet locations to individual client.

Three of the vendors, Perfect Gift, Toot'n Totum, and Valero Payment Services Company, sufficiently meet these criteria, as shown on the attached summary. Staff proposes to purchase cards from Toot'n Totum and Valero primarily due to the number of locations in Amarillo and the surrounding communities of the Panhandle. Purchasing cards from Perfect Gift would require shipping costs; therefore, this option would only be utilized in the event that the other vendors are not able to provide cards. Staff is not recommending any purchases from Royal Performance Group as the solicitation response from this vendor indicates that no locations in Panhandle communities are available, and the cards are not limited to fuel purchases only. In the calendar year of 2024, PRPC's Workforce Development programs purchased \$78,787.50 in fuel for program participants. Funds to cover these costs have and would continue to come from existing Workforce Development grants. The Panhandle Workforce Development Board's Executive Committee reviewed the results of the solicitation in a meeting on March 17, 2025 and recommended the purchase of fuel cards as described above.

Mayor Kerry Symons motioned for the Board of Directors to authorize the Executive Director to approve the purchase of fuel cards, as needed, from the three vendors, Perfect Gift, Toot'n Totum, and Valero Payment Services Company. Mr. Juan Cantu seconded the motion; the motion carried with a unanimous vote.

## 13. LOCAL GOVERNMENT SERVICES COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE FUND CONTRACT FY 24-25

Ms. Paige Goodell informed the Board of Directors that Since 2004, the Panhandle Regional Planning Commission (PRPC) has partnered with the Texas Department of Agriculture (TDA) to support non-entitlement cities and counties in our region through the Texas Community Development Block Grant (TxCDBG) Program. This

collaboration enables PRPC to access Community and Economic Development Assistance Fund (CEDAF) funds, which are used to provide general assistance on TxCDBG-related matters. For the 2024 fiscal year, TDA has allocated \$14,777 in CEDAF funds to PRPC. These funds will support non-project-specific activities, including:

- Dissemination of Program Information
- Facilitation of a Grant Kickoff Meeting
- Fair Housing & Outreach Events

TDA formally notified PRPC of the 2024 CEDAF funding award on February 10, 2025 and requested an immediate response. Given the time-sensitive nature of the request, the Executive Director provided a provisional indication of acceptance to TDA, with the understanding that the final decision remains subject to the Board of Directors' approval.

Mayor Kerry Symons motioned for the Board of Directors to authorize the Executive Director to execute a contract between PRPC and the Texas Department of Agriculture for the FY24/25 Community and Economic Development Assistance Fund Contract. Mr. Pat Sims seconded the motion; the motion carried with a unanimous vote.

**14. LOCAL GOVERNMENT SERVICES PANHANDLE REGIONAL ORGANIZATION TO MAXIMIZE PUBLIC TRANSPORTATION (PROMPT) COMMITTEE APPOINTMENT**

Ms. Abby Sanders informed the Board of Directors that On January 26, 2006, the PRPC Board of Directors adopted Administrative Regulation Number 37 authorizing

the creation of the Panhandle Regional Transportation Advisory Group (RTAG). Subsequently, in 2011 the group's name was modified to the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) to better reflect the group's mission. PROMPT serves as the guiding body for the Regional Transportation

Coordination effort conducted by PRPC with TXDOT funding. Since 2006, TxDOT has funded the development of four (4) five-year regional transportation plans and many area-specific studies ranging from voucher programs to veteran's needs. Currently, the PROMPT Committee is providing PRPC with input and guidance on the Ride-Share Voucher program and assisting PRPC in updating the current 5-year transportation plan, as well as participating in the development of the next 5-year transportation plan for the region. The PROMPT Board has traditionally been comprised of members representing the following agencies and populations:

- Texas Department of Transportation
- Urban Transit Provider
- Rural Transit Provider
- Medicaid Transportation Provider
- Other Public Transportation Providers
- Persons with Disabilities
- Workforce Services
- Health and Human Services Commission
- Local Elected Officials
- Public at Large
- Amarillo Metropolitan Planning Organization
- Veterans
- Elderly Persons

In recent years, several members have left their positions, cycled off of the PROMPT Committee, or have otherwise left the group. The PROMPT by-laws state that the members of the advisory group be appointed by the PRPC Board of Directors. In order to ensure that the PROMPT Committee has all positions filled and that the filling of those positions is done in an appropriate manner, PRPC Staff has prepared the attached slate of members for the PRPC Board of Directors to consider.

Mayor Buster Davis motioned for the Board of Directors approve the PROMPT membership slate with member terms beginning in 2024 and ending in 2026. Mr. Juan Cantu seconded the motion; the motion carried with a unanimous vote.

**15. LOCAL GOVERNMENT SERVICES REGIONAL PUBLIC TRANSPORTATION COORDINATION PLANNING CONTRACT**

Ms. Abby Sanders informed the Board of Directors that Since 2006, the Panhandle Regional Organization to Maximize Public Transportation (PROMPT) has been dedicated to regional public transportation planning and coordination among transit providers across the Texas Panhandle. As part of this effort, PROMPT conducts a comprehensive Regional Transportation Plan Update every five years to assess regional transit needs and establish priorities. In the 2011 plan update, key priorities were identified, including improved access to higher education, veterans' and Medicaid transportation, and other critical transit services. The most recent plan, adopted in 2022, continues to reflect these priorities. As we approach the next planning cycle for 2027-2031, PRPC is preparing to initiate the update process. To support this effort, PRPC intends to submit an application for funding under the 2027-2031 Regionally Coordinated Transportation Planning Program.

PRPC staff will request up to \$275,000 over an 18-month period to facilitate the development of the updated plan. The application is due March 28, 2025, with TxDOT expected to begin negotiations soon thereafter. The updated regional plan will include the following key components:

1. Inventory of Regional Public Transportation Assets – Comprehensive assessment of existing transit resources.
2. Identification of Public Transportation Needs – Evaluation of gaps and areas for improvement.
3. Development of a Regional Public Transportation Plan – Formulation of strategies to enhance regional transit services.
4. Adoption & Implementation of the Plan – Finalization and integration of the plan into regional and local transportation strategies.

These deliverables align with previous planning efforts, including the 2022-2026 Regionally Coordinated Transportation Plan. The updated plan will incorporate new data collection, reassessment of transit assets, and identification of emerging regional transit needs. With growing practical and financial significance, this regional planning effort is essential to securing future transportation funding and improving mobility for Panhandle residents.

Judge John Howard motioned for the Board of Directors to authorize the Executive Director to submit the funding application and, if awarded, enter into a project grant agreement for the 2027-2031 Regionally Coordinated Transportation Planning grant. Mr. Pat Sims seconded the motion; the motion carried with a unanimous vote.

**16. REGIONAL SERVICES PANHANDLE REGIONAL BREACHING TRAINING PROJECT RESOLUTION**

Ms. Daphne Morcom informed the Board of Directors that Each year, the Office of the Governor's Criminal Justice Division (CJD) contracts with PRPC to facilitate the distribution of funds under the following funding blocks for the Panhandle Region:

- Edward Byrne Justice Assistance Grant (JAG)
- Juvenile Justice & Delinquency Prevention Act (JJDP)
- Victims of Crime Act of 1984 (VOCA)
- Violence Against Women Act of 2013 (VAWA)

On December 16, 2024 the Funding Announcement for these funding blocks was sent to all eligible entities. During stakeholder and law enforcement academy meetings, the need for breaching training doors, training on how to breach the doors and use of the

breaching tools has come up numerous times. PRPC staff is proposing to address this particular regional training need for our law enforcement officers through the Panhandle Regional Breaching Training Project. PRPC will contract with Amarillo College's Criminal Justice Department to coordinate the purchase of the breaching training doors and breaching tools to add to the Panhandle Regional Law Enforcement Academy In-Service training program. Amarillo College will also secure professional trainers to provide the necessary training for breaching doors.

Mr. Pat Sims motioned for the PRPC Board of Directors to favorably consider the attached resolution which authorizes PRPC staff to submit a grant application to the Criminal Justice Division of the Governor's Office under JAG for the Panhandle Regional Breaching Training Project, along with authorizing the PRPC Executive Director to execute a contract with Amarillo College for the delivery of training under the Panhandle Regional Breaching Training Project upon approval of the grant. Mr. Winston Sauls seconded the motion; the motion carried with a unanimous vote.

**17. REGIONAL SERVICES 2025 PREP CONFERENCE REGISTRATION MEMORANDUM OF AGREEMENT WITH TEEEX**

Ms. Delaney Pruettt informed the Board of Directors that the Panhandle Regional Emergency Preparedness (PREP) Conference is an annual conference hosted by the Panhandle Regional Planning Commission's Panhandle Regional Emergency Management Advisory Committee (PREMAC). The purpose is to help our various disciplines evolve their current mission and explore affordable methods to become more resilient. Over these last 15 years of the conference; first responders, elected officials/city management, medical personnel, emergency managers, industry partners, volunteers, and many other disciplines have attended this conference. Speakers from all over the country have presented a variety of topics that aid in the all-hazard planning needed to help our communities in times of disasters. This year PRPC is partnering with the Panhandle Regional Advisory Council (RAC) in an effort to meet the training needs of more first responders. The RAC has a long-standing relationship with EMS providers, the region's hospitals and healthcare personnel. The conference will be moving to a two day format. Additionally, we are looking at more break-out sessions to provide more specific first responder training along with CEUs. The planning committee is working through the new format but we are confident that this will make the PREP Conference more beneficial for the region's first responders. Since FY22, PRPC has worked with Texas A&M Engineering Extension Service (TEEX) to provide registration and payment assistance for the PREP conference. TEEX has streamlined the process giving one website for registrants. TEEX will take payments, print name badges and work with PRPC staff on marketing the conference.

In addition to managing the online registration portal, TEEX will provide personnel to assist with conference registrants the day of the conference. Under this memorandum of agreement, PRPC will invoice TEEX for all student fees collected minus four percent (4%) for each paying participant. The 4% covers TEEX costs from credit card transactions. These fees are in place to cover the cost of food and speakers and their travel. As with previous years, volunteer responders are free. Included with this agenda item is a draft of the Memorandum of Agreement with TEEX for the PREP Conference scheduled for September 17th and 18th.

Mayor Kerry Symons motioned for the PRPC Board of Directors to consider the authorization of the Memorandum of Agreement with Texas A&M Engineering Extension Service to administer registration services for PRPC's Panhandle Regional Emergency Preparedness Conference (PREP), by authorizing the PRPC Executive Director to execute the document. Judge Kim Jones seconded the motion; the motion carried by a unanimous vote.

**18. REGIONAL SERVICES IPAWS UPDATE FOR THE PARIS WENS MASS NOTIFICATION SYSTEM**

Ms. Delaney Pruettt informed the Board of Directors that In October 2023, we moved the PARIS mass notification system to a new vendor, Inspiron Logistics, and since

then, we have implemented their software (WENS) across the region. With this change, we also applied for IPAWS permissions for 20 of the 26 counties in our region. The remaining 6 counties, Sherman, Hutchinson, Carson, Armstrong, Potter, and Randall were utilizing other mass notification systems outside of the PARIS system. Now, Armstrong County is moving to the WENS system, and with that, requires IPAWS permissions. So, we are updating our Public Alerting Agreement (PAA) with FEMA to include them.

IPAWS stands for the Integrated Public Alert and Warning System, and its FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts (WEA), to radio and television via the Emergency Alert System (EAS), and on the NOAA Weather Radio. To obtain the permission to send IPAWS messages, you need to have a system capable of sending these messages, take a training course to learn how to send messages effectively, and execute a Memorandum of Agreement (MOA) with FEMA (federal) and TDEM (state) authorities.

Since we are going through this update, I reached out to Sherman, Hutchinson, Carson, and Amarillo Area Offices of Emergency Management to see if they would like us to apply for permissions in their counties to be used as a secondary warning system. They all said yes! This update will allow PRPC Staff to send IPAWS messages to residents in those counties should their primary system fail. FEMA IPAWS refers to this as cross-jurisdictional alerting and recommends that every jurisdiction have a back-up plan. PRPC Staff will not send an alert unless it's authorized by the EMC and/or County Judge.

This is an informational item only updating Board members about the IPAWS WENS system. The updated Public Alerting Agreement does not require updated signatures since PRPC is still in the original three-year MOU term with FEMA. No action was taken.

## 19. **OPEN DISCUSSION**

## 20. **MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

- A. Comments from the Executive Director: Director Peters thanked everyone for their continued membership and attendance today. He thanked Lieutenant Moses Campa with the Pampa Police Department for being willing to serve. He explained that due to the end of ARPA, American Rescue Plan Act, funding we have a reduction to the Area Agency on Aging. This has led us to reduce staff by two. John Atchison was managing the nutrition and transportation voucher programs. Michelle Surace was helping with the Ombudsman project by monitoring and handling complaints for long-term care facilities. These duties will be shifted to other staff or volunteers. He also announced the retirement of David Landis, who has served 42 years in the City of Perryton. His retirement is on Thursday April 10<sup>th</sup> from 2-5 at the newly reconstructed Perryton City Hall. You will find the announcement at your table. I have already discussed the chiller project but the current costs are at \$129,099. The Trane Chiller is currently in Amarillo with cost of \$107,099 for the 80 ton chiller that will be mounted on the roof. Forte Engineering for Ryan Huseman for structural Engineering services cost \$9,500 for the design of roof mounting structure. Mechanical and Electrical Engineering from BSA Consulting Engineers in Lubbock is a total of \$12,500. These were used to help develop an RFP for bidding. The new Boiler Project will cost approximately \$25,500 when finished. The boiler itself is \$20,348.90. We have arranged for tours of the newly opened Amarillo City Hall with Mayor Stanley, Ms. Coggins, and Ms. Glick at the City of Amarillo. We will all meet there at 623 S. Johnson St, directly East of the Sodpoodles Stadium and East of the Old City Hall.
- B. Report on the following recent Planning Commission sponsored regional meetings:
- 02/20/2025 – Senior Planet Lecture – Protecting Your Personal Information, Ochiltree
  - 03/06/2025 – AAA Services Information Outreach, Mariposa Apartment Homes
  - 03/26/2025 – Texas Panhandle Inspectors Association Meeting

C. Announcement of tentatively scheduled Planning Commission sponsored regional meetings:

- 03/20/2025 – Region-1 Canadian Upper Red Flood Planning Group Committee Meeting

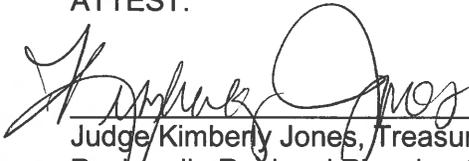
**21. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:17 pm.



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Commissioner Pat Sims, Vice Chairman  
Panhandle Regional Planning Commission  
Board of Directors

ATTEST:

  
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Judge Kimberly Jones, Treasurer/Secretary  
Panhandle Regional Planning Commission  
Board of Directors